



Director of Public Affairs

Community Commission for Public Safety and Accountability

INTRODUCTION

In July 2021, the Chicago City Council passed an ordinance establishing a new model for police oversight, accountability, and public safety. The ordinance creates two bodies: a citywide Commission for Public Safety and Accountability, with power to advance systemic reform, and District Councils which will be elected in each police district and work to improve policing and public safety in the district. The Commission and District Councils will: bring police officers and Chicago residents together to plan, prioritize, and build mutual trust; strengthen the police accountability system; give Chicagoans a meaningful new role in oversight; and explore and advance alternative effective approaches to public safety.

The Commission and District Councils will be supported by a full-time, professional staff. Under direction of the Executive Director, the Director of Public Affairs will develop, oversee, and implement the Commission's and District Council's public affairs, media relations, and outreach activities; direct public information programs and outreach strategy to convey the Commission's and District Council's mission and goals to the general public and targeted audiences, inform the public about the work of the Commission and District Councils, and encourage broad public participation; serve as a liaison to various City groups regarding public information issues; manage media inquiries and other information requests; arrange news conferences and interviews for Commissioners, District Council members, and staff; research, write, and edit speeches and talking points; develop content for messages to be communicated to the public; draft and post reports and other publications; ensure that all Commission information required to be made publicly available is accessible on the Commission's website; and serve as the Freedom of Information Officer.

ORGANIZATION

The Community Commission will be a seven-member body. Commissioners must be drawn from across the city and meet work- and experience-related requirements described in the ordinance. Commissioners will be nominated by elected community members, selected by the Mayor, and confirmed by the City Council. Commissioners will serve four-year terms. The Commission will oversee the Police Department, the Civilian Office of Police Accountability (COPA), and the Police Board. The Commission's powers include: playing a central role in selecting and removing the Police Superintendent, COPA Chief Administrator, and Police Board members; setting Police Department policy; establishing annual goals and evaluating progress for CPD, COPA, and the Police Board; and promoting community engagement and transparency.

District Councils will be created in each of the city's 22 police districts and will be made of up three people elected in regular municipal elections. Members will serve four-year terms. The District Councils' roles include: building stronger connections between the police and the community at the district level, where the community is a true partner in making the

neighborhood safer; holding monthly public meetings, where residents can work with the police on local initiatives, and raise and work to address concerns about policing in the district; working with the community to get input on police department policies and practices; and ensuring a channel of communication for regular community input to the Commission.

ESSENTIAL DUTIES:

- Develop, oversee, and implement the Commission's and District Councils' public affairs, media relations, and outreach activities
- Direct public information programs and outreach strategy to convey the Commission's and District Council's mission and goals to the general public and targeted audiences, inform the public about the work of the Commission and District Councils, and encourage broad public participation in Commission and District Council meetings and activities
- Serve as a liaison to various City groups regarding public information issues
- Manage media inquiries and other information requests
- As appropriate, arrange news conferences and interviews for Commissioners, District Council members, and staff
- Research, write, and edit speeches and talking points
- Develop content for messages to be communicated to the public
- Draft and disseminate reports and other publications, including the annual report and special reports on District Council and Commission activities, policies, best practices, and other areas of interest to the Commission
- Draft and disseminate press releases and public notices
- Maintain and update the Commission's website, including ensuring that all Commission information required to be made publicly available is accessible on the website is accessible on the website in a timely manner; this includes but is not limited to meeting minutes, deliberations, reports, investigations, and policies and procedures of the Commission; annual reports; proposed new or amended CPD, COPA, and Police Board policies, Commission's comments or suggestions, and any responses from the Police Superintendent, COPA Chief Administrator, and Police Board President; goals and expectations and annual performance reviews of the Police Superintendent, COPA Chief Administrator, and Police Board President, along with the Police Superintendent's, COPA Chief Administrator's, and Police Board President's self-evaluations; materials related to the Nominating Committee; and District Council meeting materials
- When filling existing and anticipated vacancies on the Commission, publicize the nomination form
- Develop and implement a communication and outreach plan to inform the public about District Council elections
- Coordinate all public-facing aspects of the selection and/or nomination process for candidates for Police Superintendent, COPA Chief Administrator, or Police Board
- Train Commissioners, District Council members, and Commission staff on confidentiality and FOIA rules
- Serve as the designated Freedom of Information Officer for the Commission, as required by 5 ILCS 140/3.5(a), and perform all tasks necessary to comply with 5 ILCS 140/3.5(a) requirements for handling FOIA requests, in collaboration with the General Counsel as necessary

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential*

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university and at least five years of work experience in the development and implementation of public information programs, of which at least two years are in a supervisory role; or an equivalent combination of education, training, and experience.

PREFERRED QUALIFICATIONS

- Education: Graduate degree
- Excellent managerial, administration, and interpersonal skills
- Ability to work strategically and collaboratively across departments
- Effective, versatile, and action-oriented
- Demonstrated integrity, professionalism, sound judgment, and leadership
- The ability to work well with diverse groups and individuals
- Comprehensive knowledge local media outlets and news organizations
- Knowledge of city neighborhoods, community organizations, and leaders

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g. telephone, computer, printer, photocopier)

PHYSICAL REQUIREMENTS

- No specific requirements

CORE COMPETENCIES

- **Leadership** - Experience showing integrity, professionalism, sound judgment, and independence
- **Communication** – Exceptional ability to communicate clearly and effectively, orally and in writing, with a wide range of audiences
- **Collaboration** – Experience collaborating with senior executives, staff, and diverse groups/individuals to achieve goals
- **Community Relations** – Experience in community relations and outreach with the demonstrated ability to build strong, yet independent working relationships with diverse constituents and community representatives
- **Cultural Sensitivity** – Knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations

OTHER

Annual Salary

\$94,704

Location

Employees must be residents of the City of Chicago. Proof of residency is required at the commencement of employment.

TO APPLY

Please send resume and cover letter to CCPSAResume@cityofchicago.org

THIS POSITION IS A SHAKMAN EXEMPT POSITION

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.
